



ROLE & RESPONSIBILITIES OF A COURT APPOINTED SPECIAL ADVOCATE (CASA)

1. Successfully completes all pre-training service requirements of the CASA program, as well as obtain 12 hours of additional training each calendar year through service with the program.
2. Maintains the confidentiality of all information received in the course of serving as a CASA.
3. Conducts an independent investigation of the child's case by maintaining regular contact with the child's family, DHS, service providers, attorneys, school and medical officials, and other interested parties concerning significant developments in the child's case.
4. At a minimum, conducts in-person visits with the child at least once every 30 days.
5. Collects, reviews and maintains case information regarding the case from court orders, reports to court, service provider reports, school records, physical and mental health evaluations and other written documentation filed with the Court.
6. Attends staffings, family team meetings and foster care reviews as needed.
7. Submits written CASA reports, per program policies, for approval by the Coordinator. Reports will include recommendations to the court in the best interests of the child.
8. Attends court hearings to advocate on behalf of the child.
9. Confers regularly with the Coordinator for case consultation and to share information about all case related activities.
10. As a permissive reporter of suspected child abuse for the assigned child, a CASA will immediately contact the DHS Child Abuse Hotline (800) 362-2178 to make a report of suspected child abuse. The CASA will also immediately report the incident to the Coordinator and DHS case manager for the child.
11. Immediately notifies the Coordinator of any criminal charges lodged against the CASA, or other occurrences which may have a detrimental effect on the CASA program.
12. Understands and complies with the policies and procedures of the CASA program.

I am for the Child

SHE is the child I am for...and because I'm for her, she will:

- ◆ Be **less likely** to be moved from home to home.
- ◆ Be **less likely** to be re-abused or neglected.
- ◆ Be **more likely** to have her needs identified and met.
- ◆ Have an **advocate**; someone appointed only for her.
- ◆ Have a **voice in court**; someone to speak for her.